



# SENIOR EXECUTIVE SERVICE VACANCY ANNOUNCEMENT

United States Patent and Trademark Office

ANNOUNCEMENT NUMBER: DM0-06-0135  
OPENING DATE: September 19, 2006  
CLOSING DATE: October 20, 2006

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## TITLE, SERIES, AND GRADE

Administrative Patent Judge  
(Electrical and Business Methods), AD-1222  
Salary from \$145,153 to \$152,000  
Competitive Service  
More than One Position May Be Filled.  
Position is not covered by a Bargaining Unit Agreement.

## VACANCY LOCATION

U. S. Patent & Trademark Office  
Office of the General Counsel  
Board of Patent Appeals and Interferences  
Alexandria, VA

## WHO MAY APPLY

All Qualified Candidates

## AREA OF CONSIDERATION

Worldwide

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**DUTIES:** Serves as a member of the Board of Patent Appeals and Interferences (BPAI) of the U. S. Patent and Trademark Office (USPTO). The BPAI has authority to hear and adjudicate appeals from decisions of Primary Examiners as to patentability in applications for patents, for reissue of patents, and for reexamination of patents; to declare and conduct proceedings in interferences; and to determine priority of invention. As an administrative patent judge, the incumbent participates in appellate hearings, exercises independent judgment on all matters subject to administrative appeals, and issues written decisions that can be appealed in the U.S. Court of Appeals for the Federal Circuit. **A background investigation will be required. Selectees will serve a one-year probationary period.**

**SUMMARY OF QUALIFICATION REQUIREMENTS:** In addition to a technical degree in one of the areas specified above, candidates must possess (1) comprehensive patent experience in the electrical and/or business methods fields which demonstrated the exercise of independent judgment in a responsible position as typified by the exercise of full signatory authority as a Patent Examiner or by comparable experience in some other position inside or outside the USPTO; (2) a law degree and membership in good standing of the Bar of any state, District of Columbia, Puerto Rico, or any territorial court under the Constitution; (3) a high degree of demonstrated competence in electrical technology or business methods technology; (4) a high degree of demonstrated competence and knowledge of interference practice and litigation-related proceedings; (5) demonstrated ability to determine whether or not tests which are submitted in evidence are technically sufficient to prove the questions at hand; (6) demonstrated ability to write clear, logically developed opinions; (7) demonstrated ability to use legal and technical background to evaluate testimony of witnesses; (8) demonstrated ability to deal effectively with people within and outside the PTO; and (9) comprehensive experience in patent prosecution, examination or administration which demonstrates a thorough knowledge and application of patent laws and rules of practice.

**TOTAL EVALUATION OF QUALIFIED CANDIDATES:** Candidates are evaluated under the five rating factors, considering the applicant's education, work-related experience, training, awards, professional recognition, performance appraisals, and letters of recommendation as set forth in the materials submitted by the candidates, and, if needed, upon an interview. The maximum possible Rating Factor (RF) evaluation will be 100 points. The maximum possible score for each RF is as follows: RF1 – 25 points; RF2 – 25 points; RF3 – 20 points; RF4 – 15 points; and RF5 – 15 points.

## **RATING FACTORS:**

1. Knowledge of technical subject matter associated with patent appeal and interference proceedings. This factor includes formal education, training, professional experience, and professional recognition in one or more of the following technical subject areas: electrical technology and business methods technology. This factor includes the ability to effectively apply technical education, training, and professional experience in resolving complex technical issues. (Maximum 25 points.)
2. Knowledge of legal principles associated with patent appeal and litigation-related proceedings. This factor includes formal education, training, professional experience, and professional recognition in relevant patent law legal principles involved in patent appeals and litigation-related proceedings. This factor includes the ability to effectively apply legal education, training, and professional experience in resolving complex patent law issues. (Maximum 25 points)
3. Demonstrated ability to be highly productive and meet established time constraints while producing exceptionally high quality work products. This factor includes the ability to be industrious and to meet and exceed productivity standards. This factor also includes the ability to work under time constraints and to meet and exceed established deadlines. This factor further includes the demonstrated ability to consistently produce exceptionally high quality work products that are thorough and accurate both technically and legally. (Maximum 20 points)
4. Demonstrated ability to effectively work in groups to resolve complex technical and legal issues. This factor includes the ability to be able to work effectively and efficiently with others in achieving a stated goal. This factor additionally includes the ability to effectively and efficiently serve in the roles of team leader and team member. This factor further includes the ability to maintain a judicial demeanor at all times while interacting with others in a group environment. (Maximum 15 points)
5. Demonstrated oral and written communication skills. This factor includes the ability to effectively communicate orally regarding complex technical and legal issues. The factor additionally includes the ability to effectively communicate in writing regarding complex technical and legal issues. This factor further includes the ability the fully comprehend the complex technical and legal issues discussed in a work group and to accurately communicate the agreed upon analyses and conclusions both orally and in writing. (Maximum 15 points)

## **BENEFITS:**

As a federal employee, you may be eligible to participate in the following benefits programs:

1. Federal Employees' Health Benefits (FEHB) Program
2. Federal Employees' Group Life Insurance (FGLI)
3. Federal Long Term Care Insurance Program (FLTCIP)
4. Flexible Spending Account
5. Retirement Benefits
6. Thrift Savings Plan
7. Public Transportation Subsidy
8. Federal Holidays
9. Leave (Annual and Sick)
10. Flexible Work Schedule

**Required Documents:** must be received in the Office of Human Resources **by October 20, 2006.**

A resume or OF-612, Optional Application for Federal Employment.

Copy of most recent performance appraisal for status candidates.

A narrative describing your experience, education, and training, etc., in relation to each of the ranking factors.

Transcripts of all Colleges and Universities attended

**Applications must be received in the Office of Human Resources by the closing date of the announcement.**

**FOR SPECIFIC INFORMATION ABOUT THE ANNOUNCEMENT CALL:**

Diana Mickle (571) 272-6185

**TTD#: (800) 828-1120 or Relay System**

**WHERE TO APPLY IN PERSON:**

United States Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse, Suite 1A79  
550 Elizabeth Lane  
Alexandria, VA 22314

**WHERE TO SUBMIT BY MAIL:**

United States Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

**WHERE TO SUBMIT BY E-MAIL:**

[USPTOExecutiveRecruitment@USPTO.GOV](mailto:USPTOExecutiveRecruitment@USPTO.GOV)

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Amended 3-20-06

## VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

Rev4/95

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.**

### I. HOW TO APPLY

**CANDIDATES** may submit a resume, OF-612, Optional Application for Federal Employment, or any other written format you choose. A narrative specifically addressing the five the SES Executive Core Qualifications and the Professional and Technical Qualifications.

**REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, TO ASSURE CONSIDERATION, THE FOLLOWING INFORMATION SPECIFIED IN ITEMS 1-5 BELOW MUST BE PROVIDED. FAILURE TO PROVIDE ANY OF THIS INFORMATION MAY LEAD TO NON-CONSIDERATION FOR THIS POSITION.**

- 1. The announcement number, title and grade of the position for which you are applying.**
- 2. Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes).
  - b. Social security number.
  - c. Country of citizenship.
  - d. Highest federal civilian grade held, including job series and dates held.
- 3. Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received.  
If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours.
- 4. Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal).
  - b. Duties and accomplishments.
  - c. Employer's name and address.
  - d. Supervisor's name and telephone number.
  - e. Starting and ending dates (month and year).
  - f. Hours per week.
  - g. Salary.
  - h. Indicate if we may contact your current supervisor.
- 5. Other Qualifications**
  - a. Job-related training courses (title and year).
  - b. Job-related skills, i.e., other languages, computer hardware/software, etc.
  - c. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - d. Job-related honors, awards and special accomplishments, i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc. Give dates but do not send documents unless requested.

### II. GENERAL INFORMATION

1. Applicants must apply at their own expense; applications mailed in government postage-paid envelopes will not be considered.
2. Applicants must ensure that their complete application is received in the Office of Human Resources no later than the closing date of the vacancy announcement.
3. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
4. Applicants must be citizens of the United States (or owe allegiance to the United States).
5. Veterans preference is not applicable for the SES.
6. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
7. Applications will not be returned to applicants.
8. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
9. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, USC sections 3302 and 3360.
10. Candidates outside of the PTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.